



OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES

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RICK AUERBACH
ASSESSOR

December 2, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

REQUEST ORDINANCE POSITION CHANGES IN THE FISCAL YEAR (FY) 2003-2004 BUDGET (ALL DISTRICTS – 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to update the departmental provisions in the Office of the Assessor to reflect the addition of one (1) unclassified position.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In line with the County's and the Department's strategic goal of organizational effectiveness, I plan to reorganize my office by creating a fourth sub-department headed by a Director, Assessor's Operations (UC) as provided by the Charter of the County of Los Angeles. The creation of the fourth Director will optimize office efficiency and maximize productivity through office restructuring and infrastructure development.

Currently, the Department has three sub-departments, Major Appraisals, District Appraisals and Administrative/Roll Services, each headed by a Director, Assessor's Operations (UC). The Administrative/Roll Services sub-department has five divisions: Management Services, Personnel Services, Information Technology including Mapping Services, Ownership, and Major Exemptions. These divisions vary in complexity and difficulty. It is not organizationally efficient to have one Director manage this diverse sub-department. Your Board's approval of the accompanying ordinance will assist the Office of the Assessor in accomplishing this goal by providing for a highly qualified

specialist in the area of Information Technology to direct these highly technical functions.

The fourth sub-department will be comprised of Information Technology including Mapping Services and the Reengineering Team. The Department is continuously utilizing the Internet, Intranet and associated technologies to enhance taxpayer data access/communication, automate tax assessment valuations, and streamline internal/external business processes. Further, the Reengineering Team has been working toward the development of a new appraisal computer system to process our work more quickly and efficiently. This system will replace the Property Database that will also involve other property tax departments.

FISCAL IMPACT/FINANCING

This request is for ordinance authority only. The maximum annual estimated cost for this position is \$162,000 based on the control point of the range and employee benefits. This cost will be partially offset by the elimination of an Intermediate Clerk and the balance will be funded from Salaries and Employee Benefits savings generated by the hard hiring freeze. No additional funding is being requested at this time.

The Office of the Assessor's budget for FY 2003-2004 contains sufficient funds to accommodate this request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Departmental Provisions

This will provide an additional position for the Office of the Assessor.

Authority

Pursuant to Article IX, Section 33(3) of the Charter of the County of Los Angeles, the Office of the Assessor is entitled to four (4) unclassified Directors.

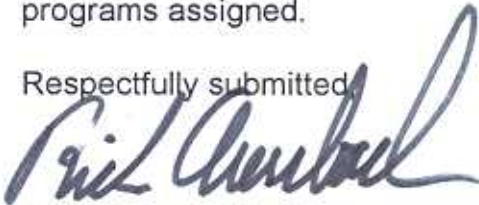
Approvals

- The Chief Administrative Officer and the Director of Personnel have reviewed this recommendation.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this position will have a positive impact on achieving the County's and the Office of the Assessor's strategic goal of organizational effectiveness by maximizing productivity through infrastructure development and new system development and enhancements, which will also provide high quality public service. The new Director will be responsible for planning, directing, and controlling all operations of the new sub-department. The decisions made at this level will affect the success of the division and programs assigned.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Rick Auerbach", written over the typed name.

RICK AUERBACH

Attachment

C: Chief Administrative Officer
Director of Personnel
County Counsel
Executive Officer, Board of Supervisors